



# County of Los Angeles

## CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District


YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

December 22, 2006

To: All Department Heads  
From:   
David E. Janssen  
Chief Administrative Officer

### 2007 VOLUNTEER OF THE YEAR RECOGNITION AND AWARDS LUNCHEON

On November 28, 2006, pursuant to a motion by Mayor Michael D. Antonovich, the Board of Supervisors proclaimed Monday, April 30, 2007 as **"County Volunteers: Follow the Yellow Brick Road Day"** in recognition of the President's official declaration of National Volunteer Week (April 15-21). The County's annual recognition and awards luncheon for volunteers, celebrating the **25<sup>th</sup> Anniversary**, will be held on April 30, 2007 in the Grand Hall, Dorothy Chandler Pavilion of the Music Center. (Please refer to Attachment I.)

Our dedicated County volunteers help us to fulfill the motto, "To Enrich Lives Through Effective and Caring Service." Last year, 53,000 volunteers donated 3.5 million hours to a wide range of County projects. Using the calculation methodology of the Independent Sector, a national organization that determines the value of each volunteer hour, volunteers provided services equal to a County value of \$64 million dollars in 2005.

"Volunteer of the Year" honorees are nominated by County departments, related agencies, and the Los Angeles Superior Court. They are selected based on service accomplishments which are supportive of the County's Strategic Plan values of compassion, commitment, a "can do" attitude, accountability, integrity, professionalism, respect for diversity and responsiveness in service.

**Please ask your department's volunteer coordinator to submit the completed nomination form(s) for adult and/or youth honorees no later than February 16, 2007** to the Chief Administrative Office, Workplace Programs, 500 W. Temple Street, Suite B-1, Los Angeles, California 90012, Attention: Patricia Mannatt. Nomination forms for adult and youth volunteers are contained in Attachments II and III, respectively.

All Department Heads  
December 22, 2006  
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We very much appreciate your participation in this important recognition ceremony. If you need additional information, a member of your staff may contact Victoria Pipkin-Lane, Director, Office of Workplace Programs at (213) 974-2495, or e-mail [vpipkin@cao.lacounty.gov](mailto:vpipkin@cao.lacounty.gov) or Patricia Mannatt, Program Manager, at (213) 974-0187, or e-mail [pmannatt@cao.lacounty.gov](mailto:pmannatt@cao.lacounty.gov).

Thank you for your support of the County's Volunteer Program.

DEF:GK  
VPL:pmm:dd

#### Attachments

c: Each Supervisor  
Volunteer Program Coordinators/Directors

**COUNTY OF LOS ANGELES  
2007 ADULT VOLUNTEER OF THE YEAR  
Nomination Deadline February 9, 2007**

**The Board of Supervisors established the County Volunteer Recognition and Awards program on September 29, 1981 to encourage citizens to donate their time and talents to public service programs. This creative partnership enhances County programs and helps carry out its motto to "Enrich Lives."**

**Name:** \_\_\_\_\_ **Age:(22 & over)** \_\_\_\_\_

**Name of Adult honoree, as it should appear on the scroll:**

\_\_\_\_\_

**Street address** \_\_\_\_\_

**City and Zip Code** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Length of Volunteer Service** \_\_\_\_\_ **Total Hours** \_\_\_\_\_

**County Department Volunteer serves** \_\_\_\_\_

**Division/Hospital/Court** \_\_\_\_\_

**Nominator** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Departmental Volunteer Coordinator/Director** \_\_\_\_\_

**Title (as to appear in the awards program book)** \_\_\_\_\_

**County Department** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City and Zip Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **FAX** \_\_\_\_\_

**Department Head/Administrator Signature** \_\_\_\_\_

**2007 Adult Volunteer of the Year Nomination**

On a separate page, please provide the Chief Administrative Office of Workplace Programs with a **one-page, double-spaced profile** of your Adult Volunteer of the Year (age 22 and older), for inclusion in the awards program book.

**Eligibility Guidelines**

1. Please nominate a new Adult volunteer honoree than was named in 2006.
2. List volunteer service accomplishments that share the County Strategic Plan values:

<i>A can-do attitude</i>	<i>Integrity</i>
<i>Accountability</i>	<i>Professionalism</i>
<i>Compassion</i>	<i>Respect for diversity</i>
<i>Commitment</i>	<i>Responsiveness in service</i>

3. Include how the volunteer exemplifies the 2007 theme, "County Volunteers: Follow the Yellow Brick Road!"
4. Feature unusual personal or other challenges overcome by the volunteer in order to provide excellent service.
5. Provide a description of the volunteer's activities.

**Also, please include two or three quotes from the volunteer about, "what it means to him/her to be a County volunteer."**

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**Volunteer Signature** \_\_\_\_\_

I consent to participate in the County Volunteer of the Year 2007 program, and I hereby agree to release all information in this document for public awareness purposes.

**Please return the nomination by February 9, 2007:**

Patricia Mannatt, CAO Office of Workplace Programs  
500 W. Temple St. Suite B-1  
Los Angeles, California 90012  
Telephone (213) 974-0187      FAX (213) 633-4694      Email [pmannatt@cao.lacounty.gov](mailto:pmannatt@cao.lacounty.gov)

**COUNTY OF LOS ANGELES  
2007 YOUTH VOLUNTEER OF THE YEAR  
Nomination Deadline February 16, 2007**

The Board of Supervisors established the County Volunteer and Recognition Awards program on September 29, 1981 to encourage citizens to donate their time and talents to public service programs. This creative partnership enhances County programs and helps carry out its motto to "Enrich Lives."

Name: \_\_\_\_\_ Age: (21 & under) \_\_\_\_\_

Name of Youth honoree, as it should appear on the scroll:

\_\_\_\_\_

Street address \_\_\_\_\_

City and Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

School attending(ed) \_\_\_\_\_

Length of Volunteer Service \_\_\_\_\_ Total Hours \_\_\_\_\_

County Department Volunteer serves \_\_\_\_\_

Division/Hospital/Court \_\_\_\_\_

Nominator \_\_\_\_\_ Telephone \_\_\_\_\_

Departmental Volunteer Coordinator/Director \_\_\_\_\_

Title (as to appear in the awards program book) \_\_\_\_\_

County Department \_\_\_\_\_

Street Address \_\_\_\_\_

City and Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Department Head/Administrator Signature \_\_\_\_\_

### **2007 Youth Volunteer of the Year Nomination**

On a separate page, please provide the Chief Administrative Office of Workplace Programs with a **one-page, double-spaced profile** of your Youth Volunteer of the Year (age 21 and younger), for inclusion in the awards program book.

#### **Eligibility Guidelines**

1. Please nominate a new Youth volunteer honoree than was named in 2006.
2. List volunteer service accomplishments that share the County Strategic Plan values:

<i>A can-do attitude</i>	<i>Integrity</i>
<i>Accountability</i>	<i>Professionalism</i>
<i>Compassion</i>	<i>Respect for diversity</i>
<i>Commitment</i>	<i>Responsiveness in service</i>

3. Include how the Youth volunteer exemplifies the 2007 theme, "County Volunteers: Follow the Yellow Brick Road!"
4. Feature unusual personal or other challenges overcome by the youth volunteer in order to provide excellent service.
5. Provide a description of the volunteer's activities.

Please include two or three quotes about "what it means to be a County volunteer."

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#### **Youth Volunteer Signature**

I consent to participate in the County Volunteer of the Year 2007 program, and I hereby agree to release all information in this document for public awareness purposes.

**Please return** the nomination by Fax to (213) 633-4694

Patricia Mannatt, CAO Office of Workplace Programs  
500 W. Temple St. Suite B-1  
Los Angeles, California 90012

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